# Tips and Tricks for Reducing Background Noise
# on Video Conference Meetings

1. If you're calling in on your computer, try to use headphones with a built-in microphone.

   a. If you're looking to purchase any, we recommend searching for terms that include either "USB headphones with microphone" or "headphones with microphone for computers" to narrow the results.
   b. Most corded headphones with a microphone will use a USB slot to connect to your computer. If you're on a laptop and all your USB ports are full, consider getting a USB port expander, also sometimes called a USB splitter or USB hub.

2. If you're calling in via a phone, Bluetooth headphones with built-in microphones will greatly improve your ability to hear others on the call and reduce background noise from your end.

   a. Try to avoid using the speakerphone feature as the phone's mic will pick up a lot of ambient noise, including from Zoom itself.

3. Change audio settings in Zoom itself:

   a. Open the Audio Settings for Zoom, which can be found either by selecting ^ next to the Mute button (microphone icon) if you are already in a meeting or by selecting the gear icon on the application's main screen.
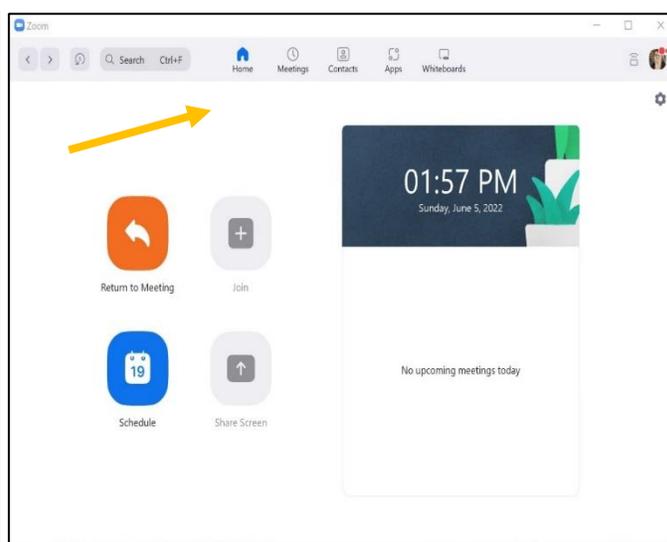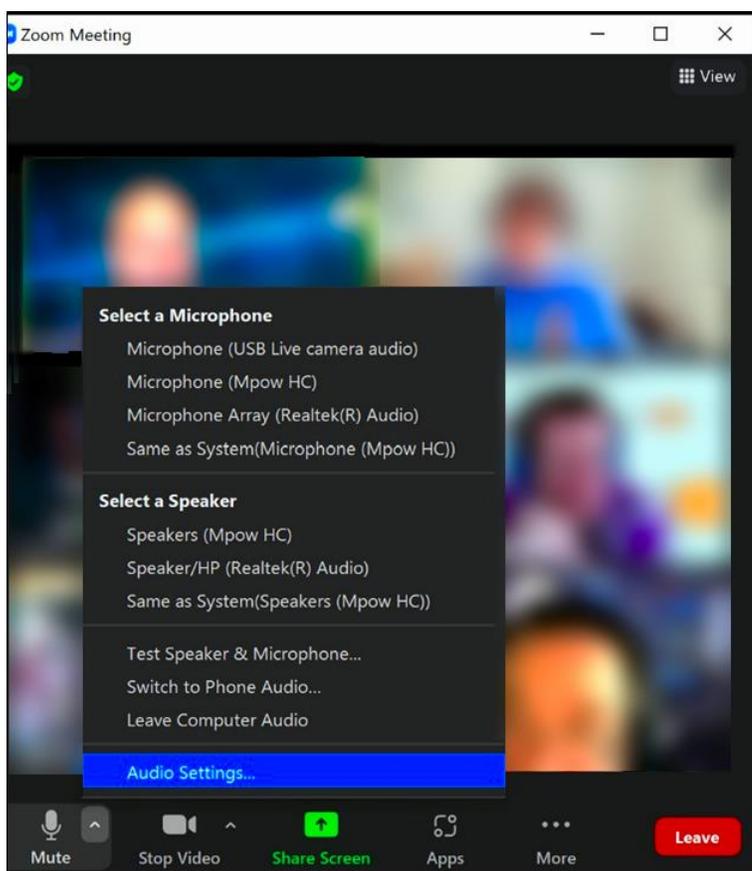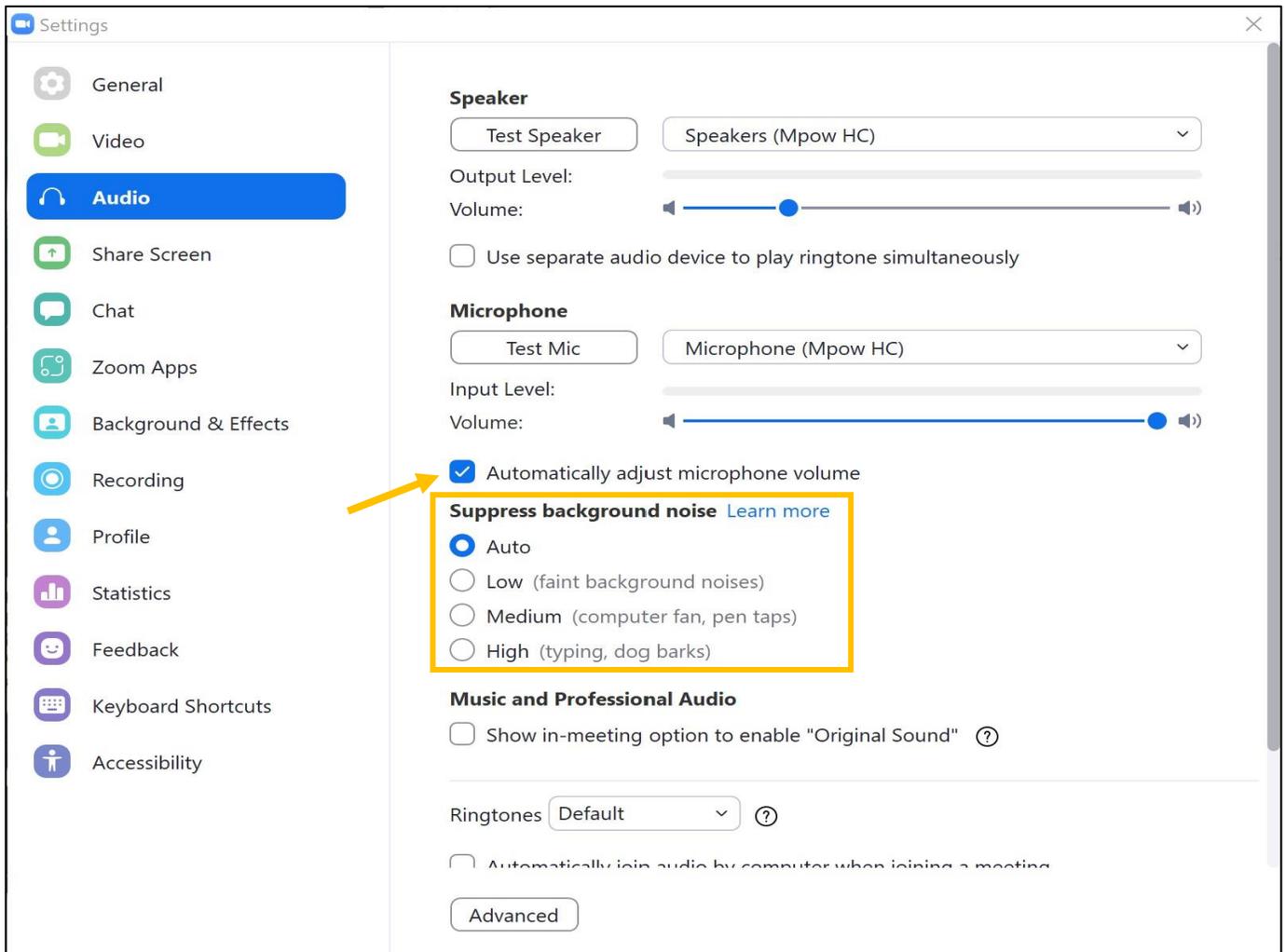
b.  On the Audio Settings tab, check to make sure that "Automatically adjust microphone volume" is selected (blue checkbox). Under the controls for "Suppress background noise," either use Auto or, if you have a lot of background noise, select High.

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